**Manager - Human Resources & Admin**

**Qualifications:**

• BA/BS degree required. Master’s degree, full time regular course, in Human Resources Management and/or Business Administration preferred.

• Minimum of 8 years generalist HR experience in a growth oriented organization with at least

4 years with the IT industry.

• Strong hands-on human resource management with sound knowledge and understanding of business environment and various HR practices in India.

• Extensive knowledge of staffing, employee relations, recruitment sources, organization development and training, metrics and planning.

• Strong interpersonal and communication skills, with the ability to interact at all levels of the corporate organization, both within India and parent company in US

• Proficient in a computerized working environment including Word, Excel and PowerPoint, etc.

• Prior experience handling Office Admin activities such as, but not limited to, Facility Coordination, Vendor Management, Office boys supervision, Travel coordination etc.

**Relationship:**

Line Reporting to HR Director, CedarCrestone US with Administrative reporting to GM – CedarCrestone India.

Working closely with Finance, Accounting and Line Directors

**Job Description**:

1. Recruitment & Selection:

\* To assist in Manpower Planning (capacity vs demand)   
\* To organize and process recruitment through the existing windows and create new platforms for Hiring.   
\* To ensure that the new joinees are inducted about the company policies.   
  
2. Formulation & Implementation of HR Policies:

\* The Human Resources manager for India will work closely with Group Corporate HR Director and local management to ensure that full HR support and services are provided to the Indian company ensuring that an appropriate balance is struck between corporate and local HR requirements, policies and procedures.

You will have responsibility for framing, implementing, administering and monitoring all HR policies, procedures and programs, including:

\* Design, integration and delivery of HR services through best practices related to talent acquisition, development and retention;   
\* Alignment between business, industry and HR strategies;

\* Review and gradation of salary structure.

\* Responsible for framing HR policies and procedures.

\* Documentation of Employee Handbook.

\* Implementation of policies and taking corrective action in case of any deviations found.

\* Monitoring and ensuring compliance with applicable legal and governmental requirements.

\* Ensuring regulatory compliance with any other statutory bodies.

**3. Salary Administration:**

\* To provide the inputs for the monthly payroll including Incentive and other monetary benefits.

\* To co-ordinate with finance and payroll service provider.

\* To ensure the accuracy of payroll reports.   
\* To coordinate and assist in the Final Settlement of employees who have resigned.

**4. Performance Appraisal:**

\* To assist in developing suitable Appraisal Systems.   
\* To correlate issues pertaining to promotion, increment, salary revision etc.

**5. Employee Development:**

\*Responsible for employee orientation, benefits administration, training and development, performance appraisal and management, and employee welfare.  
\* Implementing performance measurement programs and metrics to ensure their viability, internal equity and external competitiveness.   
\* Studying, designing and implementing a career plan to ensure that the organization and employees are maintained at a competitive edge

\* Work closely with Directors and create Organizational level career plans for each group

**6. Miscellaneous & General Administration**:

\* Create & Maintain a Rewards and Recognition Framework for the organization  
\* To assist the Management to improve Employee Relation by initiating various welfare measures.   
\* To ensure that all HR functions are up to date for any kind of audit at any point in time.

\* Ensure the following activities are managed and facilitated - Facility Coordination, Vendor Management, Travel Coordination, Event Management, General Office Administration etc.